

RHIIP Training Agenda

PUBLIC HOUSING AND HOUSING CHOICE VOUCHER

DAY ONE

- 8:00 Opening Plenary Session (all attendees together)
- Description of the Problem – PD&R Study
 - RHIIP Background and Activities
 - RHIIP Tools
 - Training Expectations
 - Course Objectives
- 9:15 Students report to training rooms
- 9:30 Overview of the Occupancy Process
- 10:00 Break
- 10:15 Pre-Test of Program Rent Calculation Knowledge
- 11:45 Lunch
- 1:00 Basic Program Overview
- Governmental Relationships
 - Program Descriptions
 - Introduction to the HUD 50058
 - Definitions and concepts
 - Family Composition
 - Social Security Numbers
- 2:30 Break
- 2:45 Basic Program Overview (continued)
- Definitions and concepts (cont)
 - Citizenship/Eligible Immigrants
 - Annual Income
- 5:00 End of Day One

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DAY TWO

- 8:00 Definitions and Concepts
- Allowances/Deductions
 - Rent Calculations
- 10:00 Break
- 10:15 Verification
- Form HUD - 9886
 - Verification and Documentation
 - Up-front Verification Techniques
- 11:45 Lunch
- 1:00 Introduction to Case Studies
- 1:20 Series of Mini-Workshops
- Case Study – Alexander
- 2:30 Break
- 2:45 Series of Mini-Workshops
- Case Study – Alexander
- 5:00 End of Day Two

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DAY THREE

- 8:00 Series of Mini-Workshops
- Case Study – Alexander
- 9:30 Break
- 9:45 Series of Mini-Workshops
- Case Study - Alexander
 - Case Study – Bennett
- 11:45 Lunch
- 1:00 Series of Mini-Workshops
- Case Study – Bennett
- 2:30 Break
- 2:45 Series of Mini-Workshops
- Case Study – Bennett
 - Case Study – Champion
- 5:00 End of Day Three

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DAY FOUR

- 8:00 Series of Mini-Workshops
- Case Study – Champion
- 9:30 Break
- 9:45 Series of Mini-Workshops
- Case Study – Champion
- 11:45 Lunch
- 1:00 Series of Mini-Workshops
- Case Study - Champion
- 2:30 Break
- 2:45 RIM Follow-up and Error Resolution
- Error Resolution
- 5:00 End of Day 4

DAY FIVE

- 8:00 Post-Test of Program Rent Calculation Requirements
- 11:00 End of Training